

FILING REQUIREMENTS FOR DEBTORS

A. GENERAL

The attached Filing Requirements lists are intended to assist principally debtors who are individuals (and who may have no attorney) in assuring that they are aware of all documents they must file in a case. (Corporations and partnerships are required to be represented by an attorney.) The filing requirements are discussed at greater length in the [Instructions to Official Form 101 \(Voluntary Petition for Individuals Filing for Bankruptcy\)](#). Pursuing a bankruptcy case can be difficult:

- Individual debtors are strongly encouraged to seek the advice of bankruptcy counsel. We post information for debtors without counsel under [Bankruptcy Information/Information for Parties Who Have No Attorney/Debtors Who Have No Attorney](#) on our website.
- Individual debtors are warned that failure to obtain prepetition credit counseling as required by 11 U.S.C. § 109(h) will require dismissal of the case unless the debtor is able to fit within one of the statutory exceptions that are unavailable to most debtors. See [Special Warning To A Debtor Thinking Of Filing A Bankruptcy Petition](#)

B. ITEMS THAT MUST ACCOMPANY THE PETITION OF AN INDIVIDUAL

In short, in commencing a case, an individual debtor must simultaneously file:

- a **completed** petition,
- a mailing matrix and list of creditors,
- a Statement of Your Social Security Numbers, and
- a **completed** Part 5 of the Voluntary Petition (Explain Your Efforts to Receive a Briefing About Credit Counseling);
- the filing fee (or a **properly executed** Application for Individuals to Pay the Filing Fee in Installments or Application to Have the Chapter 7 Filing Fee Waived).

Below is a checklist for completing the petition and for filing the documents required to be filed with the petition.¹ **There are additional documents, such as schedules, that can be**

¹ At the Clerk's Office's intake counter, the Deputy Clerk present can go over your petition and other papers before you file them to see if the Deputy Clerk can spot any deficiencies in the petition and related documents you are preparing to file so that you can correct them before filing. Most of the time the Deputy Clerk will spot any deficiencies you need to correct. (The Clerk's Office would much prefer to have any deficiencies be corrected by you before you file; having to issue deficiency notices after you file is more work for the Clerk's Office.)

filed later, but a debtor should be aware that preparation of those documents will take time, and a debtor may find it desirable to have all required documents prepared for filing with the petition so that the Clerk's office can advise of any deficiencies then.

- ☐ [Current Official Form 101 \(Petition\)](#), including:
 - ☐ completion, if applicable, of information regarding All Prior Bankruptcy Cases Filed Within Last 8 Years and of information regarding Pending Bankruptcy Case Filed by any Spouse, Partner, or Affiliate of this Debtor;
 - ☐ a completed Part 4 of the petition (Hazardous Property or Property That Needs Immediate Attention);
 - ☐ a completed Part 5 of the petition (Explain Your Efforts to Receive a Briefing About Credit Counseling);
 - ☐ checking of the applicable box under “Why you are choosing this district to file for bankruptcy;”
 - ☐ the signature of the debtor and date executed in the block at the beginning of Part 7;
 - ☐ the signature of the debtor's attorney, if any;
 - ☐ the signature of the debtor in the block on the petition entitled “Signature of Debtor” with the debtor's telephone number if not represented by an attorney;²
- ☐ A copy of the Certificate of Credit Counseling attached to the Petition (if Part 5 indicates one is attached);

² The debtor's signature block includes the following:

[If no attorney represents me and no bankruptcy petition preparer signs the petition] I have obtained and read the notice required by 11 U.S.C. § 342(b).

The “notice required by 11 U.S.C. § 342(b)” is Director's Procedural [Form 2010](#) (Notice Required by 11 U.S.C. §342(b) for Individuals Filing Bankruptcy).

- ☐ Filing Fee or, if Applicable, an [Application to Have the Chapter 7 Filing Fee Waived](#) or an [Application for Individuals to Pay Filing Fee in Installments](#) **in proper form**. [LBR 1002-1\(b\)](#) addresses the requirement of paying a filing fee or seeking a waiver or to pay in installments. See [Filing Fees Discussion and Checklist](#) on our website.
- ☐ [Mailing Matrix](#). For the requirements regarding the mailing matrix which must accompany the petition, see [LBR 1007-2](#) and [General Mailing Matrix Requirements](#) on our website.
- ☐ [Official Form 121 Statement of Your Social Security Numbers](#).

C. ADDITIONAL DOCUMENTS THAT A DEBTOR MUST FILE

By reason of filing a voluntary petition, a debtor must file, **in addition to the items required to accompany the petition**, certain other documents. Principally, those are the additional documents required by [11 U.S.C. § 521](#) and [Fed. R. Bankr. P. 1007\(b\)](#). These documents generally must be filed within 14 days after commencement of the case, unless the court grants an enlargement of time on motion. The attached checklists indicate what those documents are depending on whether the case is one under Chapter 7, 11, or 13 (and also indicate the documents that must be filed with the petition).

D. REDACTING PERSONAL IDENTIFIERS

In filing papers in a case, a debtor must be careful to redact (blacken out) or not include any personal identifiers. See the discussion under [Bankruptcy Information/Protecting Privacy \(Personal Data Identifiers\)](#) on our website.

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLUMBIA**
www.dcb.uscourts.gov

Filing Requirements for Chapter 7

- **Fee** - \$335.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers
(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)
- **Copies** – The Court only requires the original documents. (Additional copies may be presented to the Court to be stamped “filed” and returned to the filer.)

Documents for Chapter 7 Filings:

- Voluntary Petition (Official Form 101 for individuals or 201 for non-individuals: including attorney’s signature, if applicable, and a completed Part 5 for individual debtors)
- Bankruptcy Petition Preparer’s Notice, Declaration and Signature (Form 119) (for Pro Se filers that use a petition preparer)
- Disclosure of Compensation of Bankruptcy Petition Preparer (Form 2800) (for Pro Se filers that use a petition preparer)
- Chapter 7 Statement of Your Current Monthly Income and Means-Test Calculation (Form 122A-1) (Individuals Only)
- Declaration of Debtor Regarding Payment Advices (Local Official Form No. 9)
- Statement of Record of the Debtor’s Interest or Lack of an Interest Under an Account or Program of the Type Specified in 11 U.S.C. § 521(c) (Local Official Form No. 10)
- Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)
- Statement About Your Social Security Numbers (Form 121)
- Corporate Resolution (only if a corporation)
- Schedules A/B-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Appropriate individual or non-individual Schedules A/B-J and Summary should be filed with all cases.)
- Statement of Financial Affairs (Form 107 for individuals or 207 for non-individuals)
- Statement of Intention for Individuals Filing Under Chapter 7 (Form 108)
- Disclosure of Compensation of Attorney for Debtor (Form 2030)
- Creditor Matrix and Coversheet (format specified by and available from the Clerk’s Office)
- Certification About a Financial Management Course (Form 423) (Required *after* the petition is filed, and *before* receiving a discharge)

Filing Requirements for Chapter 13

- **Fee** - \$310.00 – Fee must be in the exact amount; Cash or money order only from pro-se filers
(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)
- **Copies** – The Court only requires the original documents.

Documents for Chapter 13 Filings:

- Voluntary Petition (Official Form 101 for individuals or 202 for non-individuals: including a completed Part 5 for individual debtors)
- Bankruptcy Petition Preparer's Notice, Declaration and Signature (Form 119) (for Pro Se filers that use petition preparer)
- Disclosure of Compensation of Bankruptcy Petition Preparer (Form 2800) (for Pro Se filers that use a petition preparer)
- Chapter 13 Statement of Your Current Monthly Income and Calculation of Commitment Period (Form 122C-1) (Individuals Only)
- Declaration of Debtor Regarding Payment Advices (Local Official Form No. 9)
- Statement of Record of the Debtor's Interest or Lack of an Interest Under an Account or Program of the Type Specified in 11 U.S.C. § 521(c) (Local Official Form No. 10)
- Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)
- Statement About Your Social Security Numbers (Form 121)
- Schedules A/B-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Schedules A/B-J should be filed with all cases.)
- Statement of Financial Affairs (Form 107)
- Chapter 13 Plan (format available from the Clerk's office)
- Disclosure of Compensation of Attorney for Debtor (Form 2030)
- Creditor Matrix and Coversheet (format specified by and available from the Clerk's Office)
- Certification About a Financial Management Course (Form 423), and Motion for Entry of Discharge (Required *after* the petition is filed, and *before* receiving a discharge)

Filing Requirements for Chapter 11

- **Fee** - \$1,717.00 – Fee must be in the exact amount. Cash or money order only from pro-se filers.
(**Note:** The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)
- **Copies** – The Court only requires the original documents.

Documents for Chapter 11 Filings:

- Voluntary Petition (Official Form 101 for individuals or 201 for non-individuals; also, include Form 201A if a corporation and required to file periodic reports with the SEC)
- Chapter 11 Statement of Your Current Monthly Income (Form 122B) (Individuals Only)
- Declaration of Debtor Regarding Payment Advices (Local Official Form No. 9)
- Statement of Record of the Debtor's Interest or Lack of an Interest Under an Account or Program of the Type Specified in 11 U.S.C. § 521(c) (Local Official Form No. 10)
- Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)
- Statement About Your Social Security Numbers (Official Form 121)
- Corporate Resolution (only if a corporation)
- Chapter 11 List of Equity Security Holders
- List of Creditors Who Have the 20 Largest Unsecured Claims Against You and Are Not Insiders (Form 104 for individuals or 204 for non-individuals)
- Schedules A/B-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Appropriate individual or non-individual Schedules A/B-J and Summary should be filed with all cases.)
- Statement of Financial Affairs (Form 107 for individuals or 207 for non-individuals)
- Disclosure of Compensation of Attorney for Debtor (Form 2030) or Disclosure of Compensation of Bankruptcy Petition Preparer (Form 2800)
- Creditor Matrix and Coversheet (format specified by and available from the Clerk's office)
- Balance Sheet (small business requirement)
- Statement of Operations (small business requirement)
- Cash Flow Statement (small business requirement)
- Federal Income Tax Return (small business requirement)

Filing Requirements for Chapter 12

- **Fee** - \$275.00 – Fee must be in the exact amount. Cash or money order only from pro-se filers. (Note: The Filing Fee may be paid in installments by *Individual* Debtors, using the form prescribed by the Court and accompanied by the proper initial payment.)
- **Copies** – The Court only requires the original documents.

Documents for Chapter 12 Filings:

- Voluntary Petition (Official Form 101 for individuals or 201 for non-individuals)
- Certificate of Completion of Credit Counseling Course (Only for individuals. May include repayment plan)
- Statement About Your Social Security Numbers (Official Form 121)
- Schedules A/B-J and Summary (Note: If a schedule is not applicable, please state so on the relevant schedule; Appropriate individual or non-individual Schedules A/B-J and Summary should be filed with all cases.)
- Statement of Financial Affairs (Form 107 for individuals or 207 for non-individuals)
- Chapter 12 Plan
- Disclosure of Compensation of Attorney for Debtor (Form 2030) or Disclosure of Compensation of Bankruptcy Petition Preparer (Form 2800)
- Creditor Matrix and Coversheet (format specified by and available from the Clerk's Office)